

Office Technician (Typing) Limited Term (RPA NO. 190-010)

LOCATION: SAN DIEGO REGIONAL WATER QUALITY CONTROL BOARD

9174 Sky Park Court, Suite 100, San Diego, California 92123

The San Diego Regional Water Quality Control Board has one (1) position open for a full time limited term Office Technician in the Business Support Services Unit. The duration is expected to be six (6) months. This position contributes to the success of the Regional Board by providing a wide range of administrative services in support of the Regional Board's water quality control programs.

DUTIES: The duties of this position include a wide range of administrative support services pertaining to public records review, records management, supply and form management, communications, equipment, mail and document processing, cashiering tasks, document preparation and review, office machine operations, and key entry of data. The duties include, but are not limited to; receiving requests from the public, governmental agencies and other interested parties for records review; determining availability of records; scheduling appointments for records review, retrieving records from the file room, archives, microfiche, technical staff and from OnBase electronic files; photocopying records; greeting customers and answering a variety of inquiries; screening and directing phone calls, voice mails and e-mail; taking messages for staff; maintenance of office supplies; filing papers and reports; opening and distributing mail; processing checks, money orders, and cash received in the mail or over the counter; typing memos, correspondence, reports and forms on a computer; operating various office machines such as office copiers, fax machines, postage meter etc.; and key entry of data into miscellaneous databases.

NECESSARY QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. Candidates must be able to work between 8:00 a.m. and 5:00 p.m., have a good driving record and a valid California driver's license.

DESIRABLE QUALIFICATIONS: We are seeking an enthusiastic, organized, detail oriented individual with a genuine desire to assist customers and all levels of staff with excellent administrative support services. Desirable qualifications and attributes include excellent verbal and written communication skills; a typing speed of 40 wpm with proficiency in the Microsoft Office suite of software including Word, Excel, PowerPoint and Access; ability to prioritize work on multiple tasks and manage time; a willingness to learn new skills and the ability to quickly grasp new concepts; and flexibility and enthusiasm to assist with various administrative tasks. Other desirable qualifications and attributes include an uncompromising commitment to customer service; showing responsiveness to inquiries, using tact and sensitivity in resolving disagreements; ability to work effectively as a team member with the confidence and maturity necessary to interact successfully with a variety of personality types; and a demonstrated interest in accepting increasing responsibility.

WHO MAY APPLY: Applications will be accepted from candidates with eligibility for appointment to the Office Technician (Typing) classification. Applications will be screened and only the most qualified will be interviewed.

Limited term, full time. Final filing date: Open until filled. Please send a standard Examination Application (STD 678) and a resume that details your education and employment experience to the attention of DiAnne Broussard, Administrative Officer II at the above address. Please write RPA No. 190-010 on your cover letter or application form. For additional information about the position, you may contact DiAnne by phone at (858) 492-1763 or e-mail at dbroussard@waterboards.ca.gov.